

<p align="center">CM/ECF</p> <p align="center">User's Guide</p> <p align="center">Part 2</p> <p align="center">US Bankruptcy Court, Southern District of Iowa</p>	Chapter
	Section

Processing New Cases**Involuntary**

Use Open a BK Case option to enter the case directly into CM/ECF. The petition must be in a PDF format before opening the case. The PDF document includes the petition.

STEP 1 Select Bankruptcy (from Main Menu)

STEP 2 Select Open a Bk case

Open New Involuntary Case

STEP 1 Select case type: bk

STEP 2 Verify Date filed (unable to edit)

STEP 3 Select Chapter type (11 or 7)

STEP 4 Enter Joint Petition – n (Involuntary petitions against both a husband and a wife require two separate involuntary petitions and payment of two filing fees.)

STEP 5 Enter Deficiencies - n

Search for Party

STEP 1 Enter Alleged Debtor's last name/business name or social security number. **The court will enter the petitioning creditors after the case** is entered into CM/ECF.

STEP 2 Click Search

If	Then
Alleged Debtor is found	Click: [Select name from the list]
Alleged Debtor is not found	Click: [Create new party] Refer to EFGPart1, Attorney Style Guide – Create New Parties

Hints for Searching

- Searching is case sensitive.
- Include punctuation, ie., hyphen or apostrophe (O'Brien, 777-99-8888)
- Partial name entry is acceptable.
- Significant words or names are effective (Radio for Radio Shack or Northwest for Northwest Radiology.)
- Try alternative search clues if your first search is not successful.
- Wildcards (*) are not required but can be used.

Verify Party Information

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Party Information
 Carol Clark SSN:555-77-9999

Office Address 1
 Address 2 Address 3
 City State Zip
 County Country
 Phone Fax
 E-mail
 ProSe Role
 Party text

Alias... Review... Add all aliases before clicking the Submit button.
 Submit Cancel Clear

STEP 1 Verify Alleged Debtor information

STEP 2 Enter ProSe – yes

STEP 3 Select Role type: Alleged Debtor

STEP 4 Click Alias, if applicable

STEP 5 Submit if all data is entered

Add Alias

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Alias Information (Party Johnson, Timothy L)

	Last/Business name	First name	Middle name	Generation	Role
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="aka"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="aka"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="aka"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="aka"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="aka"/>

Add aliases Clear Click the Add aliases button to return to the Party screen and submit all information for this party.

- | | |
|---------------|---|
| STEP 1 | Enter Alias information |
| STEP 2 | Select Role type |
| STEP 3 | Click Add aliases when all data is entered |
| STEP 4 | At the Party Information screen Click [Review] to view all debtor(s), alias an attorney information added |



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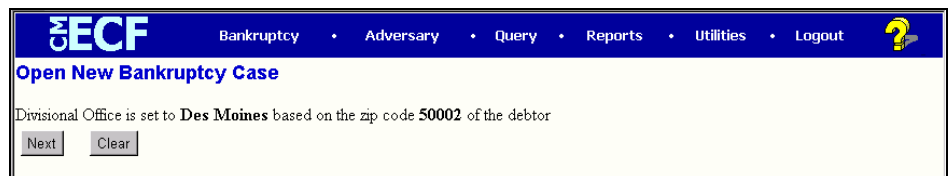
Review attorneys and aliases
Bunny George
Uncheck to remove from list

Attorneys added:
None added.

Aliases added:
☒ George, Beatrice (aka)

- | | |
|---------------|--|
| STEP 5 | Click Return to Party screen |
| STEP 6 | Click [Submit] (verify party screen) when all data is accurate |

Divisional Assignment



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Open New Bankruptcy Case

Divisional Office is set to **Des Moines** based on the zip code **50002** of the debtor

The zip code of the Alleged Debtor and the county of the debtor determine the divisional assignment, i.e. Des Moines, Davenport or Council Bluffs.

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| STEP 1 | Click Next |
|---------------|------------|

Statistical Information

Failure to accurately enter statistical information may negatively impact the progress of the case.

The screenshot shows the 'Open New Bankruptcy Case' form in the ECF system. The form is titled 'Open New Bankruptcy Case' and has a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The form contains several sections for inputting case information:

- Type of debtor:** A group of checkboxes for Individual (checked), Corporation, Partnership, Other, Railroad, Stockbroker, and Commodity Broker.
- Fee status:** A dropdown menu set to 'Paid'.
- Nature of debt:** A dropdown menu set to 'consumer'.
- Voluntary:** A dropdown menu set to 'involuntary'.
- Origin:** A dropdown menu set to 'Original'.
- Date split/transfer:** A text input field.
- Asset notice:** A dropdown menu set to 'No'.
- Estimated number of creditors:** A dropdown menu set to '1-15'.
- Estimated assets:** A dropdown menu set to '\$0-\$50,000'.
- Estimated debts:** A dropdown menu set to '1 \$0-\$50,000'.

At the bottom of the form are two buttons: 'Next' and 'Clear'.

- | | |
|----------------|--|
| STEP 1 | Select Type of debtor (default is individual) |
| STEP 2 | Fee status: Paid |
| STEP 3 | Select Nature of Debt (default is consumer) |
| STEP 4 | Select involuntary (default is voluntary) |
| STEP 5 | Leave Origin as Original |
| STEP 6 | Leave Date split/transfer blank |
| STEP 7 | Select Asset notice no for Ch 7 cases, yes for Ch 11 |
| STEP 8 | Select Estimated number of creditors (default 1-15) |
| STEP 9 | Select Estimated assets (default \$0-\$50,000) |
| STEP 10 | Select Estimated debts (default \$0-\$50,000) |
| STEP 11 | Click Next |

Select Event

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Open New Bankruptcy Case

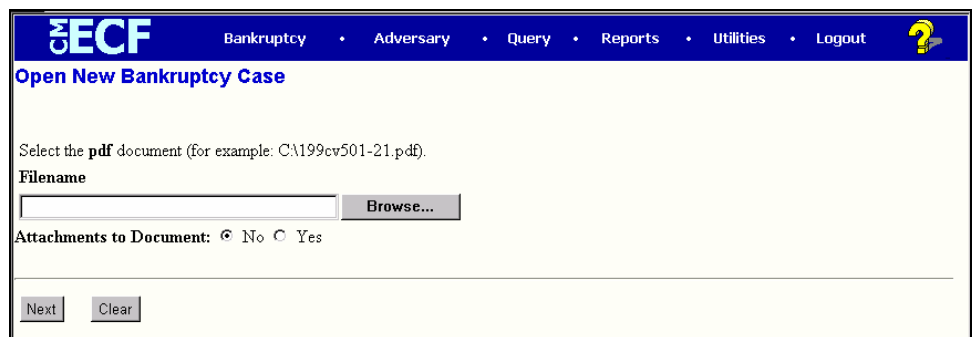
Select event
Involuntary Petition Chapter 7

Next Clear

STEP 1	Select Involuntary Petition Ch 11 or Involuntary Petition Ch 7
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Attach PDF Document

**ALWAYS REVIEW PDF DOCUMENT AFTER ATTACHING TO
VERIFY THE CORRECT DOCUMENT APPEARS.**



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Open New Bankruptcy Case

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename
 Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

STEP 1	Browse, locate, review and attach your PDF document
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Caution: There are no attachments to a petition.

Financial Data

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Open New Bankruptcy Case

Do not enter a receipt number below if you will be paying via the internet! Receipt #: Fee: \$200

Next Clear

STEP 1 Do NOT enter a receipt #. Click Next to move to the next screen.

Docket Text

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Open New Bankruptcy Case

Docket Text: Final Text

Chapter 7 Involuntary Petition. Fee Amount \$ 200 Filed by Spoons. (RACER,)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

Review for accuracy. You cannot edit the docket text. If the docket entry required modifications, use the [back] button to return to a screen and make corrections.

Summary of Charges

Electronic Payment - Netscape

Summary of current charges:

Date Incurred	Description	Amount
2003-03-19 08:33:32	Involuntary Petition (Chapter 7)(03-00076-4) [misc,invlp7] (200.00)	\$ 200.00
		Total: \$ 200.00

Pay Now Continue Filing

A list of ALL charges you have **accumulated for all filings done on this day appears for your payment.**

STEP 1 Select **Pay Now** – if you are done entering all cases and pleadings with filing fees for the day.

 Select **Continue Filing** – if you have additional cases and pleadings with filing fees to enter. You will see the Summary of Charges screen again if you select Continue Filing and exit CM/ECF and enter the system again.

Credit Card Information

You are electronically connected to the US Treasury site.

The screenshot shows a Netscape browser window with the title bar "US_Courts@iccc.gov: Payment Collections - Netscape". The main content area has the heading "Please enter your credit card information below:". Below this heading are several fields: "Name:" with the value "RACER", "Total:" with the value "\$200.00", "Card Type:" with a dropdown menu showing "Please select a card type", "Card Number:" with an empty text box, and "Expiration Date:" with two dropdown menus showing "03" and "2003". A "Submit Payment" button is located below the expiration date fields. At the bottom of the form, a message reads: "For your privacy and protection, the information submitted here is encrypted using 128-bit SSL."

STEP 1 Enter your Credit Card Type, i.e., Visa, Master Card, etc.

STEP 2 Enter your Credit Card Number

STEP 3 Enter your Credit Card Expiration Date

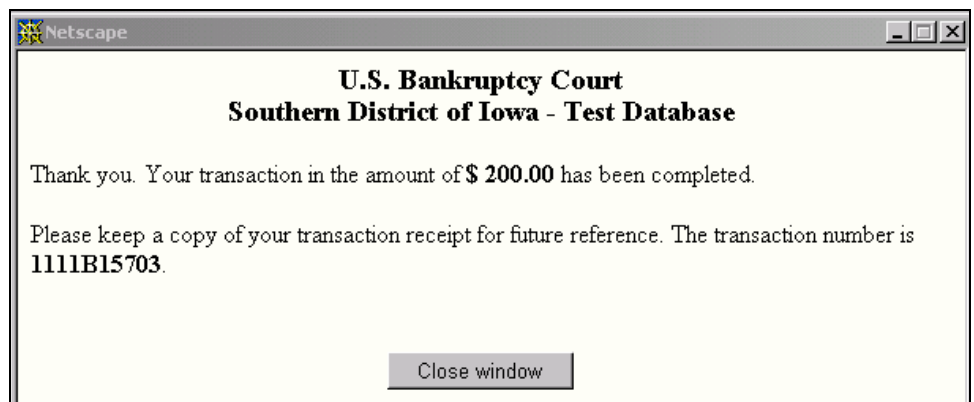
If you enter an invalid credit card number, the following message appears:

The credit card you have entered is invalid. Please check the number and try again.

Or, make three consecutive errors in data entry, the following message appears:

We are unable to complete your transaction. Please contact your local court for assistance.

Credit Card Transaction



Once the credit card transaction is approved the above message appears.

- | | |
|---------------|--|
| STEP 1 | Save or print the e-mailed docket event related to the receipt transaction using the One Free View instructions on our website |
| STEP 2 | Click Close window. |

Notice of Filing

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Open New Bankruptcy Case

U.S. Bankruptcy Court
Southern District of Iowa - Test Database

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Miller, John entered on 12/16/2002 at 12:14 PM CST and filed on 12/16/2002

Case Name:
Case Number: [02-00094-4](#)
Document Number: [1](#)

Docket Text:
Chapter 7 Involuntary Petition Receipt #CC Fee Amount \$ 200 Filed by Carol Clark. (Miller, John)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:JACMECF\Training Mat\acromain2.pdf
Electronic document Stamp:
KeyFile (/app01/BKECF/test/server/server/./support/Keys/app01/BKECF/test/server/support/Keys.key) is not available for this court.

02-00094-4 Notice will be electronically mailed to:

02-00094-4 Notice will not be electronically mailed to:

Carol Clark
555 th St
Des Moines, IA 50002

John Miller
1234 Main St.
Des Moines, IA 50309

Case Number appears with link to docket. Click on Notice of Bankruptcy Case Filing to access the document. This notice includes the court seal.

With Case Opening

- 1 Case Number is assigned
- 2 Judge is assigned.
- 3 Involuntary petition event docketed
- 4 Credit Card charged for filing fee
- 5 Receipt information docketed

Add Petitioning Creditors

- The court will review the PDF image of the involuntary petition.
- **The court will**
 - **add the petitioning creditors to the case**
 - **edit the attorney**
 - **edit party associations**
 - **edit case title**
 - **edit docket text**

- The court will prepare the Summons to Debtor in involuntary case. The Summons is issued to the petitioning creditor(s) attorney for execution.

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